



**REQUEST FOR PROPOSALS (RFP) for Legal Services**

**For**

**The Pueblo of Laguna**

**March 2014**

**I. Background**

The Pueblo of Laguna ("Pueblo") is currently represented by an In-House Legal team and is seeking outside general and/or special counsel services from one or more firms or individuals who can demonstrate proficiency in areas of needed expertise. This request for proposals is developed pursuant to Pueblo of Laguna Fiscal Management Policies. Respondents may submit proposals for General Counsel or Special Counsel legal services.

**II. Approach**

The Pueblo of Laguna reserves the right to choose one or more firm(s) or individual(s) for general or special counsel services.

**III. Types of Legal Service Sought**

The Pueblo requires broad and varied legal services in a number of areas including but not limited to the following:

- a. Legal research and written advice and opinions as requested by Pueblo elected officials, and various Pueblo departments, agencies and/or committees.
- b. Attendance at Pueblo Staff Officer and/or Council meetings as requested;
- c. Research and write ordinances and resolutions as requested;
- d. Administrative and research services directly related to providing attorney services as needed by the Pueblo.
- e. Particular expertise includes, but is not limited to, the following areas of law: Federal Indian law, Utility (gas and electric) easements, business transactions, healthcare, housing law, economic business development, finance, federal contracts, rights of way, self-governance matters (PL 93-638 contracting/compacting), taxation and IRS matters, tribal gaming matters, and environmental issues including air and water quality standards,

**IV. Conflict of Interest**

- a. Attorneys or firms submitting a proposal for legal services should be sensitive to potential conflicts of interests. All known potential conflicts must be disclosed in any proposal for legal services.

**V. Fees for Legal Services**

Pursuant to Pueblo law, the Pueblo will seek the attorney(s)s or firm(s) best qualified as determined by an evaluation process as highlighted in the RFP and negotiate a contract with that attorney or firm. Fees for services will be a consideration along with demonstrated qualifications.

## **VI. Proposal Content**

- a. The following information must be included in the proposal:
  - i. Transmittal letter
  - ii. The names, addresses, and contact persons for the attorney or firm;
  - iii. Scope of proposed engagement particularly in relation to the Pueblo's requested expertise. Indicate whether the attorney or firm is proposing to handle all matters or only specific matters.
  - iv. Names and resumes of responsible partners, associates, paralegals and administrative staff who will be assigned to handle matters on this account including time-keeping policies and their billing rates and an indication of what matters if any, the attorney or firm would handle on a contingency basis. Include also a Certificate of Good Standing from the New Mexico Supreme Court for all attorneys assigned to handle matters on this account.
  - v. Policy and practice in estimating anticipated fees.
  - vi. Description of billing policies and practices addressing: invoicing, billing cycle, late payments, and costs such as copying, phone calls, travel expenses, experts, or other professional services, messenger services, legal research costs, regular and overnight mail services, etc.
  - vii. Treatment of taxes for goods and services provide on or off the reservation.
  - viii. Description of document control and management policies.
  - ix. Policy and practice in the handling of fee disputes.
  - x. An initial assessment of potential conflicts of interest.
  - xi. Detailed information on prior tribal government representation experience (a plus), if any. Proposal should highlight the kind and type of matters addressed for tribal clients and the extent of services provided with respect to these matters (e.g., by the number of hours, types of activities engaged in, a description of output, etc.). Focus should be on matters in which the attorney or firm spent a significant amount of time or effort on.
  - xii. Capacity and capability of the firm or attorney to perform the work involved. Specifically, a list of current clients should be provided and a clear explanation of how the Pueblo's workload will be balanced against existing clients. Your proposal should provide a method to assure the Pueblo that critical Pueblo of Laguna issues should be handled as a priority.
  - xiii. Indicate any additional services you may be able to provide as the Pueblo's general legal counsel in your proposal;
- b. Past record of performance of the firm or individual attorney- The proposal should include names and telephone numbers of any clients who can provide references regarding performance.

**VII. Evaluation**

The responsible respondent(s) whose proposal(s) is or are the most advantageous to the Pueblo of Laguna, (in the Pueblo's sole discretion), will be selected to perform the services after a successful contract negotiation. A review committee will analyze each proposal and may conduct interviews to determine which respondent(s) can best meet the needs of the Pueblo.

**VIII. Questions**

Questions regarding this RFP, or any related issue may be addressed to Tammi M. Lambert, Government Affairs Director/Acting In House Counsel at P.O. Box 194, Laguna, NM 87026, [tlambert@lagunapueblo-nsn.gov](mailto:tlambert@lagunapueblo-nsn.gov).

**IX. RFP Submission Deadline**

Proposal should be submitted to Tammi M. Lambert, Government Affairs Director, no later than April 30, 2014 by 4:30 pm.

**X. Contract Award**

It is anticipated that the contract will be awarded no later than June 2014.